

# Adding students between roster updates (administrators)

## About adding students

Edusoft gets student rosters from your district's Student Information System (SIS), and updates the rosters at regular intervals set by your district. Between roster updates, you may need to add new students so that their enrollment information is available for taking assessments, and for inclusion in Edusoft reports and custom groups. New student information remains active for between 1 and 4 weeks (your district sets the time frame) and is then overwritten by the next roster update, when new students become part of your district's SIS.

### To add a student:

- 1 Click the **Admin** tab. Click the **Rosters** link or icon.
- 2 Enter the student's first and last name, and the district or state student ID, and click **Go**.
- 3 Enter as much student information as you can, and click **Create as New**.

**Student information:**

First Name:

Middle Name:

Last Name:

State Student ID:

District Student ID:

Birthday (mm/dd/yyyy):

- 4 Select the student's gender, add any other available information, and click **Continue**.
- 5 Select the school(s) this student is enrolled in, and click **Continue**.

**Student:** Anne DeFranco

**Enroll student in these schools:**

<input type="checkbox"/>	School
<input checked="" type="checkbox"/>	Pine Grove Elementary
<input type="checkbox"/>	Sycamore Leaf Elementary
<input type="checkbox"/>	Cherry Tree Middle School
<input type="checkbox"/>	Oak Hill High School

- 6 For each school the student is enrolled in, select a grade and, optionally, Ed programs and ethnicity. Click **Continue**.

**Student:** Anne DeFranco

**School:** Pine Grove Elementary

Choose the student's grade. **Grade:** (choose...)

Select any Ed programs this student is in.

**Ed programs:**

- All Special Education Programs
- Class Size Reduction Full Day
- Class Size Reduction Half Day

Select the student's ethnicity.

**Ethnicity:**

- American Indian or Alaska Native
- Asian / Asian American
- Asian Indian

- 7 Check the confirmation page, and click **Continue to Courses**.
- 8 Select the courses (or grades in some cases) and click **Continue**.

**Selected Student:** Anne DeFranco

**Select courses:**

- Grade 1
- Grade 2
- Grade 3

- 9 Select the period(s) and click **Continue**.

**Selected Student:** Anne DeFranco

**Select periods to add for this student:**

**Pine Grove Elementary**

**Grade 5**

**Chacon, Ubaldo**

- Grade 5

**Ford, Craig**

- Grade 5

Edusoft displays the new student's profile.

# Editing a student profile to change enrollment or login information

## About student profiles

A student's profile contains the student's roster information from your SIS, plus a user name and password if the student has login access to Edusoft. Between roster updates for your district, you may need to change enrollment information for a student, assign the student a login, or reset the student's password. You can do this by editing the student's profile.

### To edit a student profile:

- 1 Click the **Admin** tab. Click the **Rosters** link or icon.
- 2 Find a student by entering as much information as possible, and click **Go**.

Enter all or part of the first and/or last name, and/or student ID.

If you enter an ID, choose whether it's a state or district ID.

You may have access to multiple schools. Click a school to see students enrolled there.

School	Current Roster	Last Update
<a href="#">Pine Grove Elementary</a>	2005-2006 School Year	Oct 22, 2005
<a href="#">Sycamore Leaf Elementary</a>	2005-2006 School Year	Oct 22, 2005
<a href="#">Cherry Tree Middle School</a>	2005-2006 Fall	Oct 22, 2005
<a href="#">Oak Hill High School</a>	2005-2006 Fall	Oct 22, 2005

Edusoft displays a list of students who match the name you entered.

- 3 Click the **View** link for the student whose profile you want to edit.

**Matching students:**

The following 39 student(s) match your search. Click View to select a student.

	Last	First	M	Gender	Birthdate	Grade	State student ID	District student ID	School
<a href="#">view</a>	Harden	Ramseen	M			9		13213	Oak Hill High School, Cherry Tre Middle School (nc currently enrolled)
<a href="#">view</a>	Harder	Corby	M			6		12325	Sycamore Leaf Elementary

Edusoft displays the student's profile page.

- 4 Make the needed changes in the student's profile:

- To remove a student from classes, click the **Remove Periods** link, and then click the checkbox for each class you want to remove from the student's profile. Click **Continue**.

**Enrollment:**

[Add Periods](#) [Remove Periods](#)

Oak Hill High School  
2005-2006 Fall / Scho  
English i-a  
Period 7  
French i  
Period 5  
General Science i  
Period 4  
PE i-a

Click to remove periods from the student's profile.

Oak Hill High School  
**PE i-a**  
Castaneda, Erick  
 Period 1  
**World History i**  
Nelson, Antoine  
 Period 2

Click to remove this period.

- To add a student to classes, click the **Add Periods** link, click the checkbox for each course you want to add, and click **Continue**. Then, click the checkbox for one period for each course you're adding. Click **Continue**.

**Select courses:**

Select the courses you want to add...

- Algebra i
- Algebra iii
- Algebra i
- American Govt
- Art History ii
- Art i

**Art i**

Burke, Hunter  
 Period 3  
 Period 4

Davila, Allan  
 Period 5  
 Period 7

Jensen, Vincent  
 Period 1

...then select one period for each course you're adding. Teachers see only the periods they teach.

- To create a login for the student, click the **Create a login for this user** link. Enter a user name, and click **Continue**.

**District:**  
Edusoft Public School District

Click to create a login for this student.

User Cannot Login [Create a login for this user](#)

Click to reset the password for this student.

[Reset Password](#)

**Enrolled Schools:**  
Pine Grove Elementary  
Sycamore Leaf Element

Edusoft displays the student's user name and password in the profile, in the Login Info section.

- To reset the student's password, click the **Reset Password** link. Edusoft assigns a new random password.